

POLICE OFFICER - 7101

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate protective service work involving a variety of general police assignments; does related work as required. Much of the work is performed under emergency conditions and frequently involves considerable personal hazard. Work is performed under regular supervision.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Enforcing laws; investigating criminal activity; ensuring safety of public; maintaining records and files; testifying in court; preparing reports.

Enforces the laws and ordinances of the city and state;

Patrols the city by foot or motorized equipment;

Checks doors and windows, examines premises of buildings or residences in order to detect any suspicious conditions;

Investigates suspicious conditions and complaints; makes arrests of persons who violate laws and ordinances;

Accompanies prisoners to headquarters, jail or court and appears in court as arresting officer;

Directs traffic and takes proper enforcement action when violations of traffic laws are observed;

Checks automobile parking; enforces city and state parking ordinances;

Responds to fires and accidents as directed; gives all possible assistance and prepares necessary reports;

Maintains order in crowds, parades and other public gatherings;

Maintains a lookout for stolen cars and wanted or missing persons;

Makes investigations and enforces city and state laws pertaining to juvenile offenders;

Answers criminal complaints and takes necessary corrective action;

Gives information on laws, ordinances and other general information to the public;

Operates radio patrol car as required;

Takes photographs and fingerprints as required;

Investigates traffic accidents, prepares reports and takes enforcement action where indicated;

Serves warrants and subpoenas;

May be assigned to a special unit or activity such as DARE, School Resource Officer or Animal Control Officer;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of buildings and street geography of the city; general knowledge of laws, ordinances and policies related to law enforcement and department operations; general knowledge of basic law enforcement principles, practices, methods and equipment; ability to prepare clear and concise reports; ability to use and qualify with firearms; ability to operate police vehicles and equipment; ability to present court testimony effectively; ability to act with sound judgment in routine and emergency situations; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of DCJS law enforcement certificate issued by the Commonwealth of Virginia or the ability to obtain certification with one year of employment with the city. Must meet and maintain all department requirements for the position.